

SUPPORTING INFORMATION FOR FULL COUNCIL MEETING 22nd OCTOBER 2026

C26-071 Finance and Governance

- a) Schedule of payments **attached**
- b) Fund transfers since September meeting – none
- c) Bank reconciliations – to be presented for signing at the meeting
- d)
- e) Risk Management Policy and Risk Assessment **attached**
- f) It Policy **attached**
- g) Data protection Policy **attached**
- h) Standing Orders and Financial Regulations no longer require amendments

C26-072 Estates and Facilities

- a) Shop and café extended hours licence:

The Planning Committee on 25th June decided to object to a licencing application made by Normandy Shop and Cafe that would have significantly extended the hours of operation. The comments that were submitted to GBC Licencing we believe were as follows:

- (a) Sunday extended opening hours: that NPC would prefer extended opening hours not to exceed between 10am and 4pm; and
- (b) Summer late night opening hours: that opening into the evening on one or two occasions during the summer season (between June and September) would be reasonable, provided that this did not extend later than 8pm, and on no more than two occasions over that period

The reasoning was due to concerns over anti-social behaviour and the fact that cost plus 30% pricing is used for all goods including alcohol that may have made it cheaper than surrounding areas. Unfortunately as the reasoning was not included in the objection and on this basis GBC Licencing took the view we did not have valid reasons for objection and the change in licence was granted in October 2026.

[Guildford | Guildford Online | Licence Register | 26855](#)

The lease NPC have with Normandy Shop and Cafe have the following terms:

(3a) "The Lessee shall not apply for any planning permission for the Property without the Parish Council's consent and of the Superior Landlord in accordance with the terms of the Superior Lease"

(17) Not to use or permit or suffer to be used the Demised Premises or any part thereof for any illegal immoral offensive noisy noxious or dangerous purpose nor for any other purpose which may be or become a danger nuisance or source of annoyance or disturbance to the Parish Council its lessees or tenants or occupiers of adjoining or neighbouring premises or the public in general...provided always that use of the Demised Premises for any purpose authorised by the Planning shall not be deemed to be a breach of this clause"

Points for Consideration

- **Are there any further actions that should be taken following granting of the licence?**
- **In particular, does Full Council believe there are grounds within the Lease for NPC to seek permission for the change or to object on the basis that this may breach clause 17?**

b) MFF car park – no decisions required, update at the meeting.

C26-073 Events and Communications

Supporting information to follow from Philippa.

C26-075 Councillor recruitment

To consider options to publicise the current councillor casual vacancies and also potential drop-in sessions and/or publicity for candidates to come forward for next year's parish council elections in May.